

**COMPREHENSIVE TEACHER EDUCATION INSTITUTES
GRANT PROGRAM**

**REQUEST FOR APPLICATION
Fiscal Year 2001-2002**

APPLICATION DUE: MAY 10, 2001

**California Department of Education
Professional Development Unit
830 S Street
Sacramento, CA 95814**

March 2001

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INTRODUCTION

The California Department of Education (CDE) is seeking applications from current and prospective district and university partnerships to form or renew Comprehensive Teacher Education Institutes (CTEI) for the 2001-2002 fiscal year (FY). The mission of the CTEI Program is to provide strong, collaborative and comprehensive efforts to improve practices in the areas of teacher candidate recruitment, pre-service preparation, induction, professional development and retention. Existing CTEI partnerships are encouraged to reapply for continued funding. All applications will be evaluated by the same criteria. The 2001-2002 FY statewide budget for the CTEI Program is approximately \$1,000,000. Based on continuous funding since inception in 1986, CDE anticipates the CTEI budget to be at least the same level for the next three fiscal years. The actual funding level is contingent upon an annual appropriation State Budget Act.

CTEI PROGRAM GOALS

The primary program goal of CTEI is to develop, research and disseminate innovative models of teacher preparation and induction for teacher candidates. CDE's key goal is to develop a high quality teacher whose training enables him or her to enter the classroom with the skills and knowledge to effectively serve students and enhance K-12 student achievement. Current CTEI partnerships have worked to reform teacher education courses, improve teacher retention, and attract teacher candidates from under-represented populations. This new Request for Application (RFA) incorporates recent CDE priorities including but not limited to increasing the role of community colleges in teacher preparation and incorporating educators from Institutions of Higher Education (IHE) into low performing K-12 schools as mentors, coaches, and supervisors.

DESCRIPTION

Since the inception of CTEI in 1986, California has developed and implemented several statewide reforms, directly impacting the direction of the CTEI Program. Key statewide reforms include:

- (a) Adoption of California's "Learning to Teach Continuum."
- (b) Adoption of the "*California Standards for the Teaching Profession*."
- (c) Implementation and expansion of the Beginning Teacher Support and Assessment Program (BTSA), induction through tier II credentials.
- (d) Implementation and expansion of the innovative Intern and Pre-Intern Programs.
- (e) Teacher preparation for implementation of Content Standards, adopted by the State Board of Education.
- (f) Addressing the needs of low-performing schools.

For information on these statewide reforms and other educational programs, refer to CDE's website at www.cde.ca.gov.

OBJECTIVES

Successful applications will include the following objectives:

- (1) To establish and sustain a process of collaborative decision-making based on implementing the California Standards for the Teaching Profession;
- (2) To provide ongoing formative assessment of the knowledge, skills, and abilities of teacher candidates and/or beginning teachers to teach at low performing schools;
- (3) To recruit competent entry-level practitioners in multiple and/or single subject credential programs;
- (4) To use formative plus ongoing program evaluations to support decision-making processes and activities.
- (5) To develop and maintain integrated and field-based programs incorporating standards based instruction; and
- (6) To identify, recruit, support and prepare community college students to enter the teaching profession who are working in other educational settings, such as serving as teaching assistants.

In addition, successful applications may address the:

- (1) Identification, recruitment, support and preparation of underrepresented student populations to enter teacher preparation;
- (2) Restructuring of teacher preparation programs including undergraduate academic preparation that offers early deciders a blended model of teacher preparation;
- (3) Restructuring the teacher preparation program to provide early teaching experiences and ongoing opportunities for professional development and increasing retention of promising beginning teachers;
- (4) Incorporating educators from institutions of higher education into K-12 schools as mentors, coaches, and supervisors;
- (5) Linking CTEI funding with other state funding initiatives;
- (6) Developing CTEI web page templates;
- (7) Familiarizing other paraprofessionals with content-based pedagogy; and/or
- (8) Providing mentors, coaches, and supervisors to develop high quality teachers.

Within parameters given in this RFA, applicants are given broad latitude in designing and implementing innovative programs. Since the CTEI Program is charged with the mission of finding innovative solutions to teacher preparation, creativity in program design and implementation is valued.

RFA PROJECTED TIMELINE

<u>Activity</u>	<u>Completion Date</u>
Request for Application release	3/31/01
Submission of Notice of Intent to apply (by email)	4/20/01
Application due	5/10/01
Application reviewing and scoring	5/14/01
Preliminary Award Notice (Internet posting)	5/31/01
Last day to appeal	6/11/01
Grant Award Letter	6/20/01

ELIGIBLE APPLICANTS

CTEI partnerships refer to collaboration between K-12 school districts entering into partnerships to create innovative models of teacher preparation with a four-year university either from The University of California System; The California State University System; or The Association of Independent California Colleges and Universities. Additionally, the CTEI partnership must include at least one California Community College. The applicant must be a K-12 school district partner. Successful applicants will demonstrate ways of increasing involvement of the community colleges in the teacher preparation process and implement corporative systems to support the CTEI's mission to serve, develop, research and disseminate innovative models for teacher preparation and ongoing professional development.

APPLICATION COMPONENTS

The application requests basic information including: (1) location of the applicant; (2) contact person(s); (3) assurance of conformity with the requirements for establishing a CTEI as defined in the application; (4) providing specific information as to how the grant objectives will be achieved; (5) projected budget, and (6) a schedule of activities, included in the five page narrative.

A program narrative not exceeding five single-spaced pages is required as part of the application. Information is to be provided on the four narrative criteria. In addition, a preliminary budget form (Form B) and a budget narrative not to exceed two pages are to be completed.

GRANT FUNDING

Approximately \$1,000,000 is available this year for the CTEI program. This RFA seeks applications for CTEI Program partnerships with multiple years funding in commencing in the 2001-2002 FY. Funding in subsequent fiscal years is contingent upon an appropriation in the State Budget Act. Through this RFA, funding is available in three categories – New, Expanding, or Continuing CTEI programs. All applicants responding to this RFA must clearly identify on

the application the category of proposed program. Both new and existing programs must file a complete application package in order to be considered for funding. All applications will be evaluated by the same criteria.

NEW CTEI PROGRAM

A new CTEI Program is one in which the applicant applies for CTEI funding for the very first time. Each newly established partnership may apply for a one-time Planning and Implementation Grant of up to \$100,000 in year one (2001-2002 FY) to facilitate start-up activities. Successful applicants receiving Planning and Implementation Grants are required to describe the nature of services provided by each of the partners and how the partnership will address planning, evaluation, feasibility, links to other state initiatives, and contributions to the institutionalization of change in teacher preparation. Projected costs must be identified and reported on the Budget Form (Form B) as part of the application.

Following initial year one funding, a new CTEI partnership must file a new application to become a continuing CTEI Program in order to be eligible for years two through five funding. Successful applicants will receive \$80,000 for year two; \$80, 000 for year three; and \$60,000 per year for years four through five contingent upon availability of funds in subsequent fiscal years. A continuing application must be filed annually.

EXPANDING CTEI PROGRAM

An expanding CTEI Program is an existing CTEI partnership, which plans to expand into new program areas. Such a partnership may apply for the one-time Planning and Implementation Grant (\$100,000 maximum) for year one. Funding for the Planning and Implementation Grant is restricted for coordinating start-up activities in the new areas, thus an existing CTEI partnership must clearly identify and present the expansion plan in the application. Similar to a new CTEI partnership, an expanding CTEI Program must file an application for becoming a continuing CTEI Program in order to be eligible for years two through five funding. Successful applicants will receive \$80,000 for year two; \$80, 000 for year three; and \$60,000 per year for years four through five contingent upon availability of funds in subsequent fiscal years. A continuing application must be filed annually.

CONTINUING CTEI PROGRAM

A continuing CTEI Program is an existing CTEI partnership that wishes to continue its current program. As with all applicants, a continuing CTEI partnership must submit a complete application in order to be considered for funding. A successful continuing CTEI Program applicant will be funded \$80,000 for year one; \$80,000 for year two; \$80, 000 for year three; and \$60,000 per year for years four through five contingent upon availability of funds in subsequent fiscal years. A continuing application must be filed annually.

The funding levels for the categories is summarized in the table below:

Grant Funding System			
Maximum Grant Amount per Fiscal Year			
	Year 1	Year 2	Year 3
New CTEI Program	\$100,000	\$80,000	\$80,000
Expanding CTEI Program	\$100,000	\$80,000	\$80,000
Continuing CTEI Program	\$80,000	\$80,000	\$80,000
Years 4 to 5: \$60,000 per year, contingent upon fund availability			

The aforementioned dollar amounts are maximums. The CDE reserves the right to fund applicants at lesser amounts. Based on continuous program funding since inception in 1986, CDE anticipates the CTEI appropriation will be at least at the same level for the next three fiscal years. The actual funding is contingent upon an annual appropriation State Budget Act.

In order to be considered for FY 2001-2002 CTEI funding, an application must be submitted in this RFA process. Late or incomplete applications will not be reviewed.

GRANT DISTRIBUTION PLAN

- ☐ Seventy-five percent (75%) upon CDE's receipt of the *Certification of Acceptance of Grant Conditions* from grantees. This Certification will be included in the Grant Award Letter to be sent out June 30, 2001.
- ☐ Final payment is contingent upon CDE's receipt of *End of Year Fiscal Report* after first year of operation.

PROGRAM EVALUATION AND REPORTING

As a condition of funding, CTEI partnerships (grantees) are required to collect and provide program related data for annual self-evaluation report starting in year two. In addition to the self-evaluation report, grantees must complete and submit the *End of Year Fiscal Report*. A projected budget for the following year is required to accompany the continuing application.

Additionally, the CTEI partnerships agree to participate in a formal evaluation by CDE or its designee and provide data and other information upon request. Site visits by CDE or its designee may be scheduled as CDE sees fit.

SELECTION CRITERIA

Applications will be evaluated based on the quality of the application in relation to meeting the goals and objectives of the CTEI as contained in this application. Each applicant will be rated on its own merit. A competitive review of the identified goals, quality of the application, and how the applicant addressed CTEI objectives and selection criteria will be the basis for the selection of grantees.

<u>Criteria for all applicants</u>		<u>Points</u>			
Criterion 1	Proposal addresses building a teacher preparation CTEI emphasizing recruitment incentives for entering the teaching profession to teach in low performing schools.	20	15	10	5
Criterion 2	Proposal provides teacher preparation candidates early exposure to the classroom skills they need to improve student learning in low performing schools.	20	15	10	5
Criterion 3	Proposal contributes to the provision of mentoring and coaching skills to teacher preparation candidates.	20	15	10	5
Criterion 4	Proposal supports early experience in content based standards and pedagogy.	20	15	10	5
Criterion 5	Budget Narrative.	15	10	5	2
Criterion 6	Overall Quality of the Application.	5	4	3	2
TOTAL AVAILABLE POINTS		100			

Criteria for Planning and Implementation Grant applicants

Criterion 7	Proposal will address project planning, evaluation, and feasibility; link to other state initiatives; and partnerships with community colleges to contribute to the institutionalization of change.	20	15	10	5
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Refer to the scoring rubric for additional information. To the extent possible, grants will be distributed to applicants representing Northern, Central, and Southern California and from urban, suburban, and rural areas.

APPLICATION PROCESS

Prospective applicants who intend to submit an application for CTEI funding must electronically respond via email to John Luster at jluster@cde.ca.gov by April 20, 2001. Applicants who fail to notify CDE of their intent to submit an RFA may be excluded from the selection.

CLARIFICATION ON THIS RFA

The CDE web site (www.cde.ca.gov) contains current information that may be helpful in preparing the application and will be updated in upcoming months. Any prospective applicant needing further clarification on this RFA or the CTEI Program may contact John Luster at jluster@cde.ca.gov, or (916) 324-5689.

DELIVERY OF THE APPLICATION

Applications are limited to five single-spaced pages for the program narrative and two single-spaced pages for the budget narrative using 12-point type and one-inch margins – top, bottom and sides. Pages or attachments beyond these limits will not be read.

Order of application package:

- (1) Signed CTEI Application (Form A)
- (2) Budget Narrative (limited to two pages)
- (3) Program narrative including schedule of activities (limited to five pages)
- (4) Budget Projection (Form B)

Applicants must submit one (1) signed original application and two (2) copies. The application must be received by CDE, Professional Development Unit, by **4:00 p.m. on Thursday, May 10, 2001. Late or incomplete applications will not be reviewed for funding.**

Applicants are advised to use express, certified, or registered mail. Transmission by electronic mail (Email by modem or Internet) or facsimile (FAX) is not acceptable. Send application to:

California Department of Education
Professional Development Unit
830 S Street
Sacramento, CA 95814
Attention: John Luster

Note: Applicants are advised that an U.S. Postal Service postmark is not documentation as proof of receipt of any application. In addition, overnight delivery services do not necessarily deliver in one day. It is the applicants' responsibility to ensure that the application is received on, or prior to, the stated due date.

COST OF PREPARING APPLICATIONS

The costs of preparing and delivering the application shall be the sole responsibility of the local educational agency. The State of California shall not reimburse these costs.

GRANT AWARD APPEAL PROCESS

A written letter of appeal, with an original signature by the authorized person who signed the application, must be received within 10 days of the pending award notification. Appeals shall be based solely on the grounds that the California Department of Education failed to correctly apply the standards for reviewing the application as specified in the Request or Application. The appellant must file a full and complete written appeal, including the issue(s) in dispute, the basis for the appeal, and the remedy sought. Incomplete or late appeals, or appeals which only refute the readers comments that are provided for technical assistance, will not be considered. The California Department of Education will evaluate the applicant's appeal. Applicants who wish to appeal a grant award decision must submit a letter of appeal to:

Joanne Mendoza, Deputy Superintendent
Curriculum and Instructional Leadership Branch
California Department of Education
830 S Street
Sacramento, Ca 95814

The Deputy Superintendent of the Curriculum and Instructional Leadership Branch of the California Department of Education will make the final decision on the appeal and shall be the last administrative action afforded the applicant.

California Comprehensive Teacher Education Institutes

GRANT APPLICATION INSTRUCTIONS

- ☐ Submit an original and two copies to the California Department of Education, Office of Professional Development Unit on or before May 10, 2001.
- ☐ Complete a CTEI budget form (Form B) with the appropriate signature(s). Provide total dollar amount requested.
- ☐ Complete a budget narrative that describes and justifies how expenditures support the program goals. Meeting this requirement is a necessary condition for receipt of funds. The application will explain how grant funds will ensure that application goals will be met. Specify, if appropriate, other funding sources.
- ☐ Complete a program narrative addressing all criteria as specified in the Selection Criteria section of this RFA. The narrative section (including any attachments) is not to exceed five single-spaced pages using 12-font type with one-inch margins. Additional pages will not be considered.
- ☐ The Department of Education staff may request a visit to a CTEI prior to approving funds for years two through five. Grants for years two through five are dependent upon availability of program funding and filing the annual continuing application.